



# CITY OF LODI

## COUNCIL COMMUNICATION

**AGENDA TITLE:** Adopt Resolution Authorizing Library Administration To Partner With Stockton-San Joaquin County Public Library In The Acquisition, Implementation And Ongoing Maintenance Of An Integrated Library System And Appropriate Funding For Initial Costs (\$125,000)

**MEETING DATE:** January 2, 2003

**PREPARED BY:** Nancy C. Martinez, Library Services Director

**RECOMMENDED ACTION:** That the City Council adopt a resolution authorizing library administration to partner with Stockton-San Joaquin County Public Library in the acquisition, implementation and ongoing maintenance of an integrated library system and appropriate funding for initial costs. (\$125,000)

**BACKGROUND INFORMATION:** In the budget cycle for FY 2001-2003 library administration submitted a Capital Improvement request for an upgraded integrated library system, which is an online system that allows for the integration of all the automated functions of the library — one comprehensive system. The stated goals for this project were to:

- 1) Provide the public with computer stations allowing access to a variety of information sources, including Internet access to search library catalogs for materials.
- 2) Provide the opportunity for library users to access the library and its resources from their home, school or business via the Internet and to conduct library business

The need for an upgraded integrated library system is driven by our current Motorola Power PC server, which houses the library's bibliographic and patron databases and runs our GEAC LibsPlus automated circulation and cataloging system and online public access catalog software. The manufacturer Motorola suspended support for the server in 1999, necessitating an upgrade. In the fall of 2001 Lodi Public Library administration was informed by our present integrated library system vendor GEAC that the company would cease to support our Motorola PowerPC server, on March 31, 2002.

In addition our vendor GEAC is not developing the LibsPlus software product currently used by Lodi Public Library.

The Process: In the fall of 2001 Lodi Public Library administration learned that the Stockton-San Joaquin County Public Library (SSJCPL) was seeking a consultant to create a Request for Proposal (RFP) for the upgrade of their integrated library system. At its November 19, 2001 meeting the Library Board of Trustees authorized library administration to contract with consultant Richard Boss of Information Systems Consultants (ISC) to create an addendum to the Stockton San Joaquin County Public Library's integrated system RFP for an upgrade to the Lodi Public Library's integrated system. The board also requested that a second request for proposal be created for Lodi Public Library to have a stand alone system.

APPROVED: \_\_\_\_\_

  
H. Dixon Flynn -- City Manager

Two Requests for Proposal were issued in the spring of 2002—one for a joint project between Stockton-San Joaquin County Public Library, Amador County Library and Lodi Public Library—and a second for Lodi as a stand alone site. Responses were received from 5 vendors for the joint project and 4 vendors for Lodi Public Library's stand alone. Three vendors responded to both RFP's.

After thoroughly evaluating the joint proposals, a joint committee from the three libraries invited three vendors to demonstrate their software systems and contacted the vendors' customers in person and by conference call. Following the rating of the systems for functionality, the Sirsi Unicorn system was chosen by the committee. Subsequently City of Stockton for Stockton-San Joaquin County Public Library has entered into negotiations with Sirsi.

After evaluating the capabilities and advantages of partnering with the Stockton-San Joaquin County Public Library, library administration recommended that Lodi Public Library work jointly with Stockton in sharing an integrated library system.

At its November 25, 2002 meeting, the Library Board of Trustees passed a motion recommending that Lodi Public Library join Stockton-San Joaquin County Public Library in a consortium to acquire an integrated library system and request funding for the project from City Council in the amount of \$125,000.

**FUNDING:** General Fund    \$125,000

  
Nancy C. Martinez  
Library Services Director

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The Integrated Library System:  
An explanation of its features and capabilities

**Integrated Library System (ILS):** an online computerized system that allows for the integration of all the automated functions of the library—one comprehensive system.

**Acquisitions:** a module for ordering new materials for the library, maintaining fund accounts and payments, receiving materials from vendors, and entering preliminary information in the catalog for patron access. This module will be new to Lodi Public Library

Currently: The library uses a combination of electronic and manual ordering and receiving procedures to track receipts, invoices and backorders.

**Cataloging:** a software module used to enter all the information (generally what was found on a catalog card) about a new title or item into a format that allows the library user to find the material in the online catalog.

Currently: The library staff uses batch processing to load cataloging information from OCLC, an international bibliographic utility, into our database. Charges are levied for each bibliographic record used.

**Serials:** a module for recording what magazines issues we have, when they arrived, the anticipated arrival date of the next issue, and to automatically claim those issues that were not received. This information is accessible to patrons through the catalog. Some systems allow for laser scanning of an issue's UPC code to automatically enter the information into the library's catalog

Currently: Library staff use manual methods to track the necessary information. Magazine information is entered into the current catalog as if each issue were a copy of a book. The process for claiming issues not received is inefficient and time consuming.

**\*\*Web-based OPAC (Online Public Access Catalog):** the online module that allows people to search holdings and availability of the library collection. Web access allows people to find this information from home or office as well as in the library. The system also allows users to access their personal accounts and place reservations on library materials. This online capability is available 24 hours a day over the Internet. These capabilities are frequently requested by visitors to the library's home page. In fact the library's LearnATest link (a subscription to a site for studying for career and academic standards test such as SAT and ASVAB) is the second most frequently visited page on the City of Lodi homepage.

Currently: Our online public access catalog's technology is based on dumb terminals in the library building that allow access to materials only owned by Lodi Public Library. Visitors to the library's home page cannot find a catalog of the library's holdings.

**Circulation:** the most basic module in any automated library system; it allows library materials to be checked in and out of the library. The system generates notices for overdue materials, lost materials, collections, telephone, reserves, and damaged materials. The system keeps track of the location of material. Includes interface for self-check station. Has the ability to e-mail overdue and reserve notices.

Currently: Our present system allows for several of these functions. It is not flexible enough to enable multiple questions and services from one patron to be handled quickly, efficiently, and accurately.

**Web portals:** a module that allows our library patrons to use at home the proprietary subscription databases the library offers (e.g. Ebsco Host—a subscription to over 3,000 magazines.). The portal allows for the integration of external electronic resources within the library website. Patron authentication is a factor in this capability.

Currently: The library's subscription databases are only available in the library.

**Report generator:** a feature that support the creation of reports based on information and transactions recorded in the database—i.e. how many children's books were checked out during the Summer Reading Program, which books have not been checked out since 1990, etc.

Currently: Our current reports generator is limited to a handful of canned reports. The ability to generate more involved reports requires the ability to write UNIX scripts or pay our current vendor to create the reports for us. The wealth of data is not easily accessible.

**Information and Referral:** a module system allows our patrons to access community information about agencies and their services within the city, county or private sector. This is a separate searchable database apart from the library materials databases. This module is an option in the Lodi Only RFP

Currently: This type of information is available through print reference materials at the library information counter.

**Inventory:** a software module that allows the library to scan the collections by barcode as items sit on the shelf and compares the items that are shelved against the database and the checkout records to determine what is missing and misfiled.

Currently: This manual activity could be performed by comparing the shelved items against computer printouts, but it is very labor intensive and costly.

**\*\*The module with the capabilities that library users and visitors to the library's home page request most often.**

## Staff Report

January 3, 2003

### Integrated Library System—Start Up Costs

The integrated library system includes several cost areas:

#### **Telecommunications--\$7,000**

Initial installation and start up of a T-1 data line between Stockton and Lodi will be necessary as well as routers at each end of the line. We may also need to pull additional cabling to be able to install public stations in locations that are deemed necessary to provide needed services.

#### **Peripheral Equipment—the units (PC's, terminals, etc.) connected to the central site server --\$42,000**

The library currently has 20+ dumb terminals connected to the current Geac ILS. Approximately 35 public and staff PCs are connected through the library's server and routers to the Internet. Nearly all the dumb terminals and approximately half of the current PCs will need to be replaced with newer PCs to connect to the new integrated library system. In discussing the project with City of Lodi Information System Division, staff members concur that the library will need approximately 25 new personal computers for the project.

#### **Central Site Hardware and Software Licenses, Data Migration and Training--\$75,000**

The central server that houses the database and processes the various transactions and the software and the licenses (stations allowed) to use the software. In sharing the system with Stockton-San Joaquin County Public Library, the central site hardware will be located at Stockton's main library. The manipulation and transferring of the Lodi Public Library data files to the system is included here. The cost of training Lodi Public Library staff both in joint "train the trainer" sessions with Stockton staff and on site at Lodi is included.

#### **Ongoing**

Generally on a shared system the fee charged to a consortium member is a percentage of the cost based on the percentage of stations (licenses) the individual member has in relationship to the project as a whole. The fees cover software maintenance, hardware maintenance (no charge in initial year) from the vendor and information system service from Stockton library IS staff. The following estimate is base on Stockton-San Joaquin County Public Library preliminary negotiations with Sirsi Corporation.

FY 2003/03    \$22,000

Subsequent years: \$30,000

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**AGREEMENT BETWEEN CITY OF STOCKTON AND CITY OF LODI FOR USE OF  
THE STOCKTON-SAN JOAQUIN COUNTY PUBLIC LIBRARY - SIRSI, CORP.  
INTEGRATED LIBRARY SYSTEM**

THIS AGREEMENT is made effective as of \_\_\_\_\_, 2002, by and between the CITY OF STOCKTON, a municipal corporation, herein referred to as "CITY" on behalf of the Stockton-San Joaquin County Public Library, herein referred to as "SSJCPL," and CITY OF LODI, herein referred to as "LODI."

I.

DESCRIPTIVE INFORMATION AND DECLARATION OF PURPOSE

CITY, having installed and maintained an integrated, computerized online library system (herein referred to as the "System") at the SSJCPL Chavez Central Library, recognizes the desirability of making such a system available for use by other libraries in the 49-99 Cooperative System. The CITY will extend to LODI the full range of services available from its automated system, subject to the terms and conditions of the Agreement.

II.

OWNERSHIP

At all times hereunder CITY shall own all rights in and to all central System hardware and software, except for telecommunications equipment directly linking LODI to the System located at SSJCPL Chavez Central Library. LODI shall own the terminals, personal computers, printers, bar code scanners, other computer peripherals, and telecommunications devices located at its premises.

Shared databases shall be jointly owned. Any separate SSJCPL databases resident on the System shall be owned by the CITY. Any separate LODI databases resident on the System shall be owned by LODI. LODI retains the right to remove its databases or portions of the shared databases from the System, at its sole cost and expense, in the event of cancellation. CITY retains the right to remove or collect a rental fee for any LODI separately-owned database on the System in the event that storage space is impacting System performance.

III.

CITY RESPONSIBILITIES

A. In System administration CITY agrees to:

1. Contract with vendors for purchase and maintenance of all central site hardware and software, work as a liaison between LODI and System vendors to provide hardware configurations for the central components of the System and to explore, in consultation with LODI, cost-effective alternatives to meet LODI's library computing needs;
2. Maintain "all-risk" insurance coverage on all central site equipment and communications devices owned by CITY;
3. Review and adjust the monthly usage fee on an annual fiscal year basis and at the time of any major System upgrade, in consultation with LODI.

B. In System operation the CITY agrees to:

1. Operate and maintain central site equipment in a responsible manner; all regular routines for System maintenance receive top priority according to schedule.
2. Respond to LODI System operations questions and investigate operational problems as prioritized below:
  - a. Priority 1: LODI Library is without any System service, a situation to receive immediate attention.
  - b. Priority 2: LODI Library is experiencing difficulty with a System function that results in significant impairment in one area or LODI Library has an operational deadline, situations to receive special attention.
  - c. Priority 3: LODI Library experiences a minor loss of functionality, a situation that CITY staff will handle on a first-in-first-out basis.

CITY staff will accommodate service within context of overall system operations.

3. CITY agrees to run and mail notice forms or daily reports, or purchase supplies for LODI, if so requested, and CITY will charge LODI for these services on a time-and-materials basis.

C. In System software maintenance, CITY agrees to:

1. Provide LODI with the use of an integrated online library system, which provides LODI with the following online and batch functions: acquisitions,



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cataloging, Z39.50 protocol, online public access catalog, serials, circulation, and management report functions;

2. Install updates and enhancements to the automated system as provided by the vendors;
3. Assist LODI in preparing circulation, acquisitions, serials, and online catalog policy file information;
4. Prepare user accounts for LODI and set up screen displays specific to LODI's need; (Note: Any optional changes not required by the CITY or the vendor in set ups and screen displays after initial set up are LODI's responsibility.)
5. Assist LODI in developing the management and accounting reports necessary for the effective utilization of the system.

### D. In order to provide database integrity:

1. CITY agrees to run routine programs and reports that allow LODI and CITY staff to maintain accurate database records;
2. LODI and CITY agree to maintain the bibliographic database in accordance with current national cataloging standards;

### E. In order to provide access to the System CITY agrees to:

1. Staff the central site so that SSJCPL Automation Services staff are available for consultation and other transactions during the following hours:

Monday - Friday, 8 a.m. to 5 p.m.

2. Provide access to the System (all databases) through the Internet 21 hours per day (6 a.m. to 3 a.m.), except during periods of routine maintenance, hardware and software installation, or public utility interruption;
3. Maintain the System, by means of hardware and software maintenance contracts, in a fashion as to provide for downtime and response time not to exceed the limits specified in CITY's vendor contract(s); however, no liability shall be assumed by CITY if these limits are exceeded;
4. Provide LODI with prior notice of System unavailability whenever possible. Such suspension shall not be deemed an unreasonable prevention or postponement of System use by LODI.

5. Assist in initial training and provide ongoing update sessions;
6. Include LODI staff in decision process for System function and System policy revisions that will jointly affect LODI and SSJCPL;
7. Provide to LODI local System user and, as needed, operational documentation to supplement vendor-supplied documentation.

IV.  
LODI RESPONSIBILITIES

LODI agrees to:

1. Purchase and maintain its own system hardware to be used on its premises or to link LODI to the System including, by not limited to, terminals and personal computers, printers, barcode readers or laser scanners, routers, and related telecommunications equipment;
2. Purchase and maintain the data communications link between LODI and the SSJCPL computer System;
3. Use the Library of Congress Machine Readable Cataloging (LCMARC) approved standards for the entering of bibliographic data into the System database;
4. Use mutually agreed upon standards for input of patron records and other policy standards in related procedural documentation;
5. Limit total user processes on the System, including branch network access, to no more than 46 simultaneous users at any given time;
6. Pay CITY a service fee as established according to the formula and schedule set forth in Appendix A. The fee shall be paid within 30 days of receipt of quarterly invoice;
7. Pay the entire purchase and maintenance costs for any software to be used exclusively by LODI on the System;
8. Pay on a time-and-materials basis, exclusive of this Agreement, for daily System notice and report printing or for special projects requiring CITY staff time beyond the terms of this Agreement.

V.  
DISASTER RECOVERY ASSISTANCE

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LODI, through its computer system, and the CITY, through the SSJCPL computer system, agree to provide mutual disaster recovery assistance, provided that backup methods and devices are compatible and that sufficient capacity is available to handle basic operations for the guest system without significant degradation of the host system.

VI.  
DETERMINATION OF FEES

The basis for establishing fees for LODI's use of the CITY's Integrated Library System as detailed in Appendix A are as follows:

1. Hardware and software usage fees will be based on total workstations connected to the System, as a percentage of combined CITY and LODI workstations. The basis for System use shall be open to renegotiation on an annual fiscal year basis, based on need, actual usage patterns, and System resource availability. An increase in LODI's percentage of System use will not negatively affect LODI's usage fee if this increase is caused solely by reductions in SSJCPL's usage pattern.
2. Personnel costs in the first year will be based on estimated direct costs for key SSJCPL personnel involved in the LODI automation project. In subsequent years, the basis for pricing staff fees will be determined by mutual consent either by a study of actual time spent or by application of the percentage of processes used to total key staff salaries and benefits.
3. CITY indirect costs are re-calculated periodically. For 2003-2004, the rate is 9.5%.

VII.  
TERMS OF AGREEMENT

This Agreement shall be effective from the date of the execution of the Agreement. Fees and services shall be reviewed and renewed annually, for July - June (fiscal year) implementation. The Agreement shall continue in force from year to year unless one or both parties shall elect to terminate the Agreement as provided under CANCELLATION.

VIII.  
CANCELLATION

This Agreement may be canceled by either party at the end of any one year renewal period provided that at least one hundred eighty (180) days written notice is given to the other party. Either party has the right to terminate this Agreement if the other party breaches or is in default of any obligation hereunder, which default is incapable of cure or

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which, being capable of cure, has not been cured within sixty (60) days after receipt of notice of such default from the non-defaulting party or within such additional cure period as the non-defaulting party may authorize. Should either party cancel through no fault of the other party, the canceling party shall pay all costs to separate the System databases.

**APPENDIX A  
SHARED AUTOMATION FEE STRUCTURE  
LODI PUBLIC LIBRARY**

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**FEE STRUCTURE  
(JULY 2003 – JUNE 2004)**

	<u>ANNUAL</u>	<u>QUARTERLY</u>
Hardware fee (\$70,000 Central site hardware insurance x .1204) (\$0 hardware maintenance x .1204)	\$ 8,428.00 -0-	\$ 2,107.00
Software fee (See one-time costs) (\$0 Sirsi software maintenance x .1204)	-0-	
DRAnet access fee (\$38,790 x .1204)	4,096.00	1,024.00
Staff fee*	8,395.65	2,098.91
City indirect costs (9.5% staff costs only)	<u>797.59</u>	<u>199.40</u>
<b>TOTAL FEE</b>	<b>\$ 21,717.24</b>	<b>\$ 5,429.31</b>

**PAYABLE QUARTERLY AT \$5,429.31 PER QUARTER**

\* Total hours of project time for key staff were estimated at straight time up to a level considered supportable by SSJCPL within regular hours, for the period July 1, 2003 - June 30, 2004.

<u>KEY STAFF</u>	<u>HOURS</u>	<u>TOTAL COST</u>
Deputy Director	5	\$ 286.05
Librarian II, Cataloging	20	723.00
Computer Applications Programming Supervisor	60	2,646.60
Sr. Applications Programmer/Analyst	60	2,378.40
Applications Programmer/Analyst	40	1,081.20
Senior Library Assistant (Circ)	40	<u>1,280.40</u>
<b>TOTAL</b>		<b>\$ 8,395.65</b>

**SIGNATORIES' INITIALS:**

	Date		Date
City of Stockton		City of Lodi	

**APPENDIX A (cont'd)**  
**FIRST YEAR-ONE-TIME COSTS**

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Software License and 1-yr. Maintenance (Direct from Sirsi/Stockton agreement)	\$38,698
Migration (Direct from Sirsi-Stockton agreement)	20,485
Training (10% x \$23,975) (Assume 1 Lodi staff at each 10-person training)	2,398
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<b>Total (in full in first quarter payment)</b>	<b>\$61,581</b>

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RESOLUTION NO. 2003-\_\_\_\_\_

A RESOLUTION OF THE LODI CITY COUNCIL AUTHORIZING  
LIBRARY ADMINISTRATION TO PARTNER WITH THE  
STOCKTON-SAN JOAQUIN COUNTY PUBLIC LIBRARY IN  
THE ACQUISITION, IMPLEMENTATION AND ONGOING  
MAINTENANCE OF AN INTEGRATED LIBRARY SYSTEM AND  
APPROPRIATE FUNDING FOR INITIAL COSTS

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NOW, THEREFORE, BE IT RESOLVED, that the Lodi City Council does hereby  
authorize the Library Administration to partner with the Stockton-San Joaquin County  
Public Library in the acquisition, implementation and ongoing maintenance of an  
integrated library system; and

BE IT FURTHER RESOLVED, that the City Council hereby appropriates funding  
for initial costs in the amount of \$125,000.00 from the General Fund balance.

Dated: January 2, 2003

=====

I hereby certify that Resolution No. 2003-\_\_\_\_\_ was passed and adopted by the  
City Council of the City of Lodi in a regular meeting held January 2, 2003, by the  
following vote:

AYES: COUNCIL MEMBERS –

NOES: COUNCIL MEMBERS –

ABSENT: COUNCIL MEMBERS –

ABSTAIN: COUNCIL MEMBERS –

SUSAN J. BLACKSTON  
City Clerk

2003-\_\_\_\_\_